



Dear Applicant:

Attached is the requested application for a permit to conduct private business on the premises of the Miami-Dade County/Port of Miami.

The enclosed documentation must be returned for processing. Please be certain that:

1. The application is completely filled out and has an authorized signature. Make sure to include the type of activity that your company plans to conduct on port premises.
2. There be a Certificate of Insurance which names Miami-Dade County/ the Port of Miami as both **Certificate holder** and **Additional insured** as it pertains to your company operations while on Miami-Dade County property, (as required in Port of Miami Terminal Tariff no. 10, Item 224). The certificate must be for a minimum liability as stipulated on the application form. The coverage must be for no less than the minimum General, Commercial and/or vehicle liability as required in the application form (\$500,000 minimum for cartage companies).
3. The check you are remitting is for the permit fee as pertaining to your relevant category as per Port of Miami Tariff #10, Item 714, plus the initial, one time (non-refundable) processing fee of \$300.00.
4. Permit renewals not received by the expiration date shall result in a delinquent payment fee of \$25.00 for each month that the permit remains unpaid up to three months. Any permit not renewed by the end of the third month shall be cancelled and the initial processing fee and annual permit fee shall be required for reinstatement.
5. That you complete the attached Supplemental Permit Data form including the tag numbers of the vehicles that will be coming to the port.

Please let us know if you need further assistance by calling the permit section at (305) 347- 4964 or (305) 347-4841.